

LVGI
Optima Keno System V1.2 with Optima Audit Software V1.2
Suggested Trial Procedures

Keno System

All auditing procedures must be performed utilizing the restricted copy of reports produced by the audit program (A), and the End of Day Reports produced by the keno system (S) and printed by personnel independent of the keno operations. The keno log which may be printed at the keno desk is not restricted and does not constitute an auditable document.

The keno system must be configured to print the following reports from the End of Day (EOD) Reports menu at the keno game:

Station Totals Report (S)
Station Counts Report (S)
Writer Totals Report (S)
Shift Action Report (S)
for Daily, Monthly, and Year-to-Date

Keno key employees should provide close supervision of all writers, deskpersons, and administrative personnel.

For each day of the trial period for each keno game, accounting or auditing personnel shall:

1. For one writer and one shift per day (rotate writer and shift) foot vend, pays, voids, and refunds on the All Transactions Report (A). Trace the totals to the Writer Amounts Report (A).
2. Foot the Writer Amounts Report (A). Trace grand totals to the Writers Totals (for day) Report (S) and to the Station Totals (for day) Report (S).
3. Trace the amounts from the Writer Amounts Report (A) to the Daily Summary Report (A). Recalculate the cash balance (i.e., drop, which is net of voids and refunds, less payouts).
4. Trace the amounts from the Daily Summary Report (A) to the Shift Action Report (S) for the same period. Verify the Monthly and Year-to-Date totals on the appropriate Shift Action Reports (S) are correctly rolling forward.
5. On a sample basis verify the clerical accuracy of the computation for the Daily, Monthly and Year-to-Date Hold Percent by game, and in total, on the Shift Action Report (S).

6. Manually regrade all winning tickets in excess of \$1,500 and at least 1% of all other winning tickets. Select the sample of winning tickets using the Bi-Monthly Regrade Report (A). Compare the payout of the manually regraded ticket to the payout of the ticket regraded by the audit software on the Bi-Monthly Regrade Report (A).
7. Review the sample of tickets selected by the Bi-Monthly Regrade Report (A) to ensure that the correct number of tickets was selected based on the number of tickets written as indicated on the Daily Summary Report (A). Verify that the Paid count on the Daily Summary Report (A) traces to the Pays count on the Station Counts Report (S).
8. Review the sample of tickets selected for adequacy of distribution. The Bi-Monthly Regrade Report (A) should generate a sample from all tickets paid during the day.
9. Review all voids for propriety and regulation compliance.
10. Review the Voids Reports (A) and the Unpaid Winners report (A) for the proper handling of voids and unpaid winners.
11. When the keno game is operated by one person or in the event that any one person performs both the writer and deskman functions, select all winning tickets of \$100 and above using the Deskman Regrade Report.
 - a. Review winning tickets selected on the Deskman Regrade Report (A) to ensure that all winning tickets in excess of \$100 were chosen for regrading.
 - b. Manually regrade all winning tickets in excess of \$100. Compare the payout of the manually regraded ticket to the payout of the ticket regraded by the Deskman Regrade Report (A).
12. In the event that a keno game operated by one person or with one person performing both the writer and deskman functions does not occur during each day of the trial period, the following procedures must be performed:
 - a. Select any writer that was on duty that day and generate reports for that writer using the Deskman Regrade Report (A).
 - b. Using those reports, perform the procedures outlined in steps 11a and 11b above.

13. Review all ball draws using the Ball Frequency Report (A) for potential numerical patterns and any unusual occurrences. Documented follow-up is to be performed when any problems are found.
14. Review the Exceptions Report (A) on a daily basis for propriety of transactions, changes in the system configuration and any other unusual occurrences.